

Barking Abbey School



SIMS Learning Gateway

Parent User Guide



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Introduction

This guide gives you a brief introduction to the SIMS Learning Gateway (SLG) system. The SLG is designed to give parents easy access to their child's school record via the internet.

Prerequisites

To access the SLG you will need an internet connection, basic broadband is sufficient. Please check the following list of supported browsers to verify that your internet browser is compatible:

Browser	PC	Mac
Google Chrome 27	✓	✗
Internet Explorer 11.x	✓	✗
Internet Explorer 10.x	✓	✗
Internet Explorer 9.x	✓	✗
Mozilla Firefox 21	✓	✗
Safari 6.x	✗	✓

Security

The data stored and made available by schools via the SIMS Learning Gateway is highly sensitive, and therefore security must be a priority.

It is **your responsibility** to ensure that your user name and password be kept private. While the software has been designed to prevent access to highly personal student information, access to the site must be protected.

Important Note: Ensure that you always log out of the SLG site and close the internet browser used, otherwise the SLG site may be left open to unauthorised persons.



Logging on

1. Using a web browser go to www.barkingabbeyschool.co.uk
2. Click Menu => Portals => SIMS Learning Gateway

3. There are basic instructions on this page and a copy of this guide, click the Login Button

SIMS LEARNING GATEWAY

Login

Barking Abbey School uses SIMS Learning Gateway (SLG) to allow parents to view information regarding their children. The information is held on a secure website and can be accessed from any location. The SLG gives you access to attendance information and assessment summaries, timetables and end of term reports.

User Accounts

Usernames and Passwords are issued to each parent/guardian that has parental responsibility. Usernames and Passwords will be sent out via the post in separate letters for security reasons and may not arrive at the same time. **please keep these safe until both have arrived.**

4. The SLG Login page will be displayed, enter the details provided by the school as below



Username

Password

Security:

This is a public or shared computer

This is a private computer

I want to change my password after logging on

[Click Here if you have forgotten your password.](#)

SIGN IN

Click here to log in

Recommended – select ‘this is a public or shared computer’



5. If this is the first time you have logged onto the SLG you must change your password using the method below:
 - i. Enter your old password
 - ii. Enter your new password twice ensuring you follow the **password complexity rules** below
 - iii. Click the change button
 - iv. You will now see a message confirming the **successful change of the password** or that the **credentials entered are not valid** and you will be returned to the initial login screen.

Password Complexity Rules:

- Must not contain your username or parts of your full name that exceed two consecutive characters
- Must be at least 6 characters long
- Must have at least one CAPITAL LETTER
- Must have at least one lower case letter
- Must contain at least one number OR at least one non-alphanumeric character (e.g. !, #, \$, %)
- Must not be any of your previous 3 passwords

6. Log back on using your new password.

The screenshot shows the Barking Abbey School Learning Gateway homepage. The top navigation bar includes links for Home, Teachers, Parents, Students, and School Administrators. On the left, there's a sidebar with sections for View All Site Content, Documents (Shared Documents), Lists (Calendar, Tasks), Discussions (Team Discussion), Sites (People and Groups), and Teacher Site (My Account Page, School Details Page, Attendance Registers Page, MarkSheet Page, Profiles Page, Achievement Page, Behaviour Page, Maintain Homework Page, Student Search Page). The main content area features an 'Announcements' section with a welcome message from Paul Leake and a 'Calendar' section indicating no upcoming events. The school's crest, which is red with three yellow tulips and the motto 'GIVE AND EXPECT THE BEST', is located in the bottom right corner of the page.



The Homepage

The homepage will change over time as the use of SLG grows. The information here will be the same for all parents.

The screenshot shows the Barking Abbey School SLG homepage. The navigation bar at the top includes 'Home' (which is selected) and 'Parents'. The left sidebar contains a vertical menu:

- View All Site Content
- Documents**
 - Shared Documents
- Lists**
 - Calendar
 - Tasks
- Discussions**
 - Team Discussion
- Sites**
- People and Groups**
- Parents Site**
 - My Account Page
 - School Details Page
 - My Children Dashboard

A red bracket on the left side of the sidebar groups the first five items under the heading "Seen by All SLG Users". A red arrow points from the "My Children Dashboard" link in the "Parents Site" section towards the "Parents Site" heading in the main content area.

Barking Abbey School

Announcements

Welcome! NEW
by

Welcome to the SIMS Learning Gateway. If you are having problems please resolved using the guide to slg@barkingabbeyschool.co.uk

Calendar

There are currently no upcoming events.

Managing your user account

Click the **My Account Page** link on the Navigation Bar to display the My Account page. From here you can:

- view your personal details
- change your password
- change your security question and answer

A red arrow points from the "My Children Dashboard" link in the main content area towards the "My Children Dashboard" link in the "Parents Site" section of the navigation bar.

Parents Site

- My Account Page
- School Details Page
- My Children Dashboard



Viewing your user account details

The View My User Account panel displays your details as stored by the system. If any of these details are incorrect, please use the data collection sheet, see page 14 for instructions

This screenshot shows the 'View My User Account' panel for a user named Francis Abbot. The fields displayed are:

- First Name: Francis
- Last Name: Abbot
- Current Home Address: 16 Brickberry Close, Hampton Hargate, Peterborough, PE7 8AR, United Kingdom
- Email Address: frankiea@hotmail.com
- User Name: AbbotFranc@slg.allinone
- User Name (pre-Windows 2000): SLGALLINONE\AbbotFri

Changing your password

1. In the Change My User Account Password panel, enter your Old Password

This screenshot shows the 'Change My User Account Password' panel. It includes fields for Old Password, New Password, and Confirm New Password, along with a Change button.

2. Enter your new password in the New Password and Confirm New Password fields. **NOTE:** The password complexity rules from page 5.
3. Click the Change button. If your change of password is not successful, you are given the reason why and the opportunity to try again.

Changing your security question and answer

Important Note: If you forget your password you can recover it if your email address is correct **AND** you have set up a security question as below.

1. In the Change Security Question and Answer panel, enter a question in the **Security Question** field

This screenshot shows the 'Change Security Question and Answer' panel. It includes fields for Security Question and Security Answer, along with a Change button. A note at the top states: "This Security Question and Answer is used if you ever forget your password".



Note: The question should unique to you and must be easy to remember. Examples include your mother's maiden name, your first school or favourite pet.

2. Enter the answer in the **Security Answer** field.
3. Click the **Change** button. If your change of question and answer is not successful, you are given the reason why and the opportunity to try again.

[Forgotten your password?](#)

1. Browse to the SIMS logon page and click the 'forgotten password' link
2. Enter your **User Name** and click the **Continue** button

Request New User Account Password << Back

Enter the User Account you wish to request a new password for, in the format: "DomainName\UserName"

User Name

3. Enter your Security Answer to the Security Question and click the Request button

Request New User Account Password << Back

Enter the answer to the security question - too many failed attempts may lock the User Account

Security Question

Security Answer

If the password is requested successfully, the following message is displayed and your new password is **emailed to you**

Request New User Account Password << Back

New password successfully requested.
You will be required to change your new password at next logon.

Important Note: If your user account has no email address, or you have attempted and failed to answer the security question please email slg@barkingabbeyschool.co.uk for assistance.



Viewing information for your children

The **My Children Dashboard** displays an overview of all the children you have registered with the school

Attendance and Lateness Summary

Parent News Ticker

Displays detailed information about your child

Access to reports

Information on Events recorded for your child

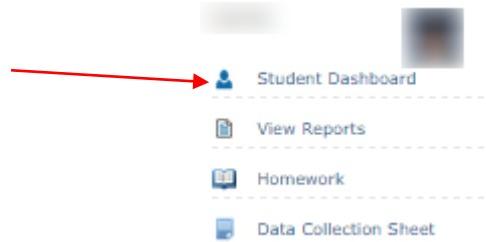
If you have more than one child at the school they will be shown here

Submit changes to your child's information – e.g. address, contact email etc



The Student Dashboard

Access the student dashboard for each child using the link below



A series of panels are displayed, at the moment some of these may be blank, this will change over time as more information is added to the SLG.

Basic Student Information

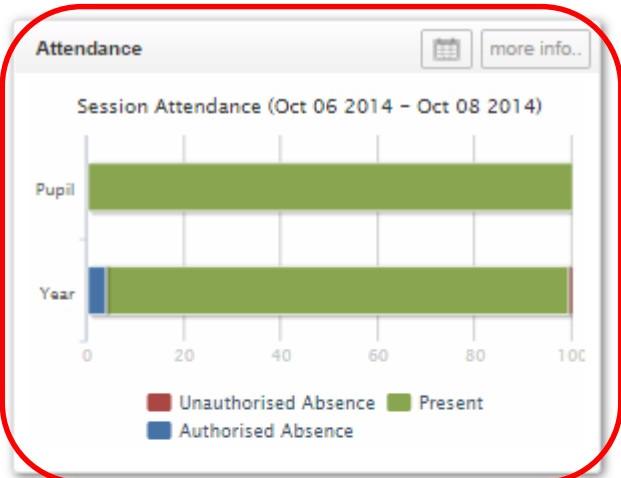
Student Details

more info..

	Preferred Name	[Redacted]
Year Group	Y11	
Reg Group	11/N	

Data Collection Sheet

Attendance Summary



Conduct

Conduct/Time (Sep 01 2014 – Oct 12 2014)

Points

Weeks 1 2 3 4 5 6 7

■ ACHIEVEMENT ■ BEHAVIOUR

Key Performance Indicators

more info..

No Data

Conduct Summary –
Behaviour/Achievement Events



Student Details

The student details panel displays basic information on your child

Student Details

more info..

Preferred Name

Year Group Y11

Reg Group 11/N

Timetable Data Collection Sheet

Click the **More Info** button to display some more detail. If any information is incorrect please click the **Data Collection Sheet** button and follow the instructions to amend the information.

Student Timetable

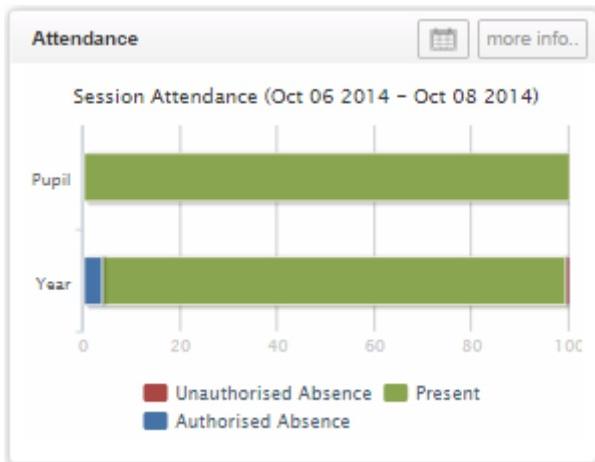
The **Student Timetable** page displays your child's timetable for a selected date. To change the view of the timetable, click the **Day**, **Week** or **Month** button. To change the date range displayed, click the **Previous Week** or **Next Week** buttons adjacent to the date.

September 2013						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
23 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Spanish - PES - T1 - 3 more items	24 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Spanish - PES - T1 - 3 more items	25 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Spanish - PES - T1 - 3 more items	26 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Spanish - PES - T1 - 3 more items	27 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Spanish - PES - T1 - 3 more items	28 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Spanish - PES - T1 - 3 more items	29 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Spanish - PES - T1 - 3 more items
23 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Spanish - PES - T1 - 3 more items	24 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Spanish - PES - T1 - 3 more items	25 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Spanish - PES - T1 - 3 more items	26 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Spanish - PES - T1 - 3 more items	27 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Spanish - PES - T1 - 3 more items	28 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Spanish - PES - T1 - 3 more items	29 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Mathematics - YOG - R9 07:00 AM Homework - Spanish - PES - T1 - 3 more items
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Student Session Attendance

The **Student Session Attendance Summary** panel displays an analysis of your child's session marks. The school day is split into two sessions, morning and afternoon. Session attendance marks are used to keep a record of your attendance at session registration.



Click the **More Info** link to display the **Student Session Attendance Details** page, in which you can view the marks recorded in the register for each session. The **Session Code Break Down** table at the bottom of the page describes what the various session marks mean.





Conduct Summary

The conduct summary shows an overview of your child's Behaviour and Achievement events.



Click the **More Info** button for a more detailed summary

Student Basic Information

Legal Forename	[Redacted]
Middle Name(s)	[Redacted]
Legal Surname	[Redacted]
Preferred Surname	[Redacted]
Preferred Forename	[Redacted]
Date of Birth	3/12/1999
Age	15 years, 7 months
Gender	Male
Birth Certificate	[Redacted]
Seen	[Redacted]

Student Session Attendance Summary

The information displayed shows a summary of the student's attendance of sessions between 9/1/2014 and 10/11/2014

Description	Sessions	%
Present	59	98.3
Authorised Absence	1	1.7
Unauthorised Absence	0	0
Marks not Recorded	0	0

Student Conduct Summary

Academic Year: Academic Year 2014/2015 | Refresh

Achievements - Total Points 0

Page	1 of 1	Items per page	10	Displaying 1-1 of 1 items
Date	10/2/2014	Type	Commendation	

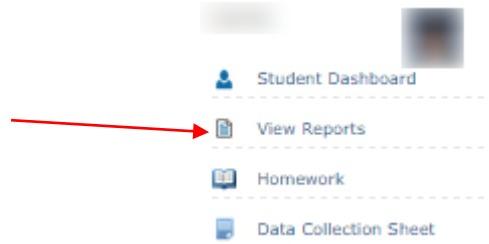
Behaviour - Total Points 0

Page	0 of 0	Items per page	10	Displaying 0-0 of 0 items
Date		Type		



Viewing Reports

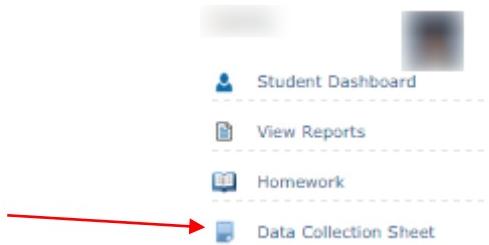
Access the student reports for each child using the link below from the **My Children Dashboard**



Reports will be made available periodically during the year. You may need a pdf reader to open some reports, this can be downloaded from <http://get.adobe.com/uk/reader/>

Updating your Children or Parental Information

To make changes to your child or parental information use the **Data Collection Sheet** link from the **My Children Dashboard** or from the **Student Dashboard** page



The sheet will display as below, using the sheet you can update:

- Student Details
- Parental Contacts
- Medical Information
- Ethnicity
- Parental Consent

WELCOME
Welcome to the data collection sheet. This is designed for you to enter any update to information held for the school about your child so that this system have correct information for that child.

Student Details
Please enter your child's full name, address and date of birth.

Contact
Enter details of contacts associated to your child.

Medical
Enter medical information by medical conditions and medical treatments.

Ethnicity
Enter and indicate details about your child's ethnicity. Tick language.

General Consent
Shows the parent has up to date consent on options selected, including your child.

Photo
Please change and submit to set photo for processing.



Click the **pencil** icon to
modify details

Basic Details

Legal Name

Preferred Name

Date of Birth

Gender

Current and Future Addresses [+ Add Address](#)

This is home address from 16/04/2014

Emails [+ Add Email](#)

This is primary home email address

Telephones [+ Add Telephone](#)

This is primary mobile telephone number

At the end of the process you will be asked to **Finish**. Once this has happened the data collection icon will disappear from your student dashboard page. The school will process the change and once it has been updated you will see the changes on the SLG. **Note:** *The school may contact you to confirm changes e.g. proof of change of address etc.*



I am having problems, what should I do?

If you are having issues using the site or have issues with the information displayed please email

slg@barkingabbeyschool.co.uk

In the email please include the following details:

- Your name
- Your Childs name and date of Birth
- A brief description of the problem

We will aim to respond to any emails within **24 hours**